

**GUIDELINES FOR COMMUNITY CARE LICENSING (CCLD) APPLICANTS WHO
USE A LIVE SCAN SITE (CCLD or DOJ SITE) FOR FINGERPRINTING
Instructions for the LIC 9163 (11/99)**

- ❶ **Originating Response Indicator (ORI):** Enter the CCLD or TrustLine ORI code below that pertains to you. Select one of the following:
 For CCLD applicants, **check:** **A0448**
 For TrustLine applicants, **check:** **A1157**
- ❷ **Type of Application:** Check the appropriate box.
- ❸ **Job Title or Type of License, Certification or Permit:** Indicate the facility type where you will be working.

For Applicants using a CCLD Live Scan Site:

Select your CCLD facility type from the left column in the table below. **Enter this facility type on this line.**

For Applicants using a Department of Justice (DOJ) Live Scan Site (Law enforcement office):

Select your licensed facility type from the left column, and in the right column find its corresponding DOJ abbreviated facility type. **Enter the corresponding DOJ abbreviated facility type on this line.**

Note: In the following table you may be able to identify yourself with more than one facility type within each category. Please select only one facility type in any category using the facility that you are most associated with on a day-to-day basis.

If this is your applicable facility type ⇒ Enter this abbreviated facility type on your application.

CCLD Facility Type by Category	DOJ Abbreviated CCLD Facility Type
Adult Day Care Facility Adult Day Support Center Adult Residential Facility	Adult Day/Resident/Rehab
Child Care Center Infant Center Mildly Ill Center School Age Child Care Center	Day Care Cent more/6 Child
Family Child Care Home	Family Day Care
Foster Family Agency Foster Family / Adoptions Agency Foster Family Agency Sub Office	Foster Family / Adopt Emp.
Foster Family Agency - Certified Home Foster Family Home	Foster Family Home
Group Home (6 or less children)	Group Home 6 / child less
Group Home (7 or more) Community Treatment Facility	Group Home more / 6 child
Residential Care Facility for the Chronically Ill Residential Care Facilities for the Elderly	Residentl Care Fac Elderly
Small Family Home Transitional Housing Placement Program	Resid Child Care 6 / less
Social Rehabilitation Facility	Adult Day / Resident / Rehab
TrustLine (Voluntary) TrustLine (Subsidized)	TrustLine subsidized applicants cannot currently go to non-CCLD Live Scan sites

4 Agency Address Set Contributing Agency:

Agency authorized to receive criminal history information:

The following information is pre-printed:

Agency: CA Dept of Social Services **Mail Code:** 03502

Street No.: 744 "P" Street, MS 19-62 **Contact Name:** Leave blank

City, State, Zip: Sacramento, CA 95814 **Contact Telephone No.:** Leave blank

5 Name of Applicant: Enter your full name (last, first, middle initial).

AKA's: Other names the applicant has used.

CDL No: CA Drivers License or CA ID

DOB: Date of Birth **SEX:** Male or Female

MISC No BIL: Enter the agency billing number, if applicable.

HT: Height

WT: Weight

MISC No.: Enter any other associated licensed facility numbers.

EYE Color: Color of eyes

HAIR Color: Color of hair

Home Address: Applicant's home address.

POB: State or Country of Birth

SOC: Social Security Number (optional)

6 Your Number: Enter the facility number or assigned OCA number (Agency Identifying Number).

Level of Service:

Check the DOJ box for a California criminal background check. Check the FBI box for a nationwide background check. **Note: If a Child Abuse Central Index check (CACI) is required, it will automatically be completed by DOJ and all applicable fees will be charged. There is no entry necessary on the applicant's part.**

If resubmission, list Original Applicant Tracking Information (ATI) No.: If your fingerprints were rejected and this is a resubmission of your prints, enter the original ATI number provided on the reject notice to avoid paying an additional processing fee.

7 Employer: Enter the facility name and address (you may place a pre-printed mailing label in this area).

NOTE: This section not applicable to TrustLine applicants.

Employer Name:

Enter the facility name.

Street No.:

Enter the facility address.

Mail Code:

Enter the facility mail code (if applicable).

City, State, Zip:

Enter the facility city, state and zip.

Agency Telephone No.:

Enter the facility phone number.

8 Live Scan Transaction Completed By: This section will be completed by the Live Scan operator.

It is important that you bring this form with you the day you are fingerprinted to have the Live Scan Operator complete section 8. Upon completion, this application serves as a receipt for payment of Live Scan services and may be required to accompany the care provider application. The Live Scan operator will keep a copy of this form for their records.